

STATE OF HAWAII

REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS

06 FEB -6 A7:06

TO: Chief Procurement Officer

FROM: Department of Health/Child and Adolescent Mental Health Division  
Department/Division/Agency

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-15, HAR, the Department requests a procurement exemption to purchase the following:

**Title and description of health and human service(s):**

The Child and Adolescent Mental Health Division (CAMHD) requests an exemption from §103F-101(a)(4), to allow additional funding to the Child and Family Services, allowing the continuation of Emergency Mental Health Services to children and youth on the remote islands of Lanai and Molokai.

**Provider Name:**

**Total Contract Funds:**

**Terms of Contract:**

Child and Family Services

\$15,700

From: January 1, 2006

To: June 30, 2006

**Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:**

On November 23, 2005, the CAMHD released the Request for Proposal HTH 460-06-01, Comprehensive Behavioral Health Services for Children, Youth and Families. The CAMHD anticipates awarding a contract(s) for the needed emergency services by March 17, 2006. It would be unproductive to release a second RFP for the same emergency services.

**Details of the process or procedure to be followed in selecting the service provider to ensure maximum fair and open competition as practicable:**

The CAMHD released a Request for Proposal in March 2002 for Mobile Crisis Outreach Services and Crisis Stabilization Services for the remote islands of Lanai and Molokai. The evaluation resulted in awarding the contract first to Maui Youth and Family Services, which declined the award. Then the award was offered to the next highest scoring proposal, Mental Health Kokua (MHK) that accepted the award. The MHK announced that effective September 30, 2005, based on its loss of a companion emergency contract with the Adult Mental Health Division, and the subsequent loss of their qualified mental health professional, that it could no longer afford to provide the emergency services on the remote islands of Lanai and Molokai.

The CAMHD again looked to HTH 460-02-02, and determined that Child and Family Services (CFS), was ranked 3<sup>rd</sup> in the evaluation process. The CFS agreed to provide the service and executed a modification to their contract to include the two needed emergency services. However, after additional reviews of staffing and other business costs, The CFS, like the previous providers, determined that to provide these services on the remote islands would require additional payment.

The CAMHD has reviewed the expenses associated with the service and has deemed them to be reasonable. As such, in order to avoid having another provider withdraw from these services due to a lack of funding and to continue these critical services in some of the most remote locations in the entire State of Hawaii, the CAMHD now requests an exemption to provide CFS with sufficient operating funds to provide continued emergency training to their staff as required by the CAMHD's *Interagency Performance Standards and Practice Guidelines*, transportation costs to allow CFS staff to attend these trainings.

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**A description of the state agency's internal controls and approval requirements for the exempted procurement:**  
This service is guided by the CAMHD's *Interagency Performance Standards and Practice Guideline* and subject to contractual, fiscal, performance management monitoring, and compliance with the current QUEST requirements.

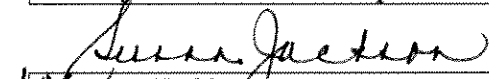
**List of state agency personnel, by position title, who will be involved in the approval process and administration of the contract:**

Chiyome Leinaala Fukino, M.D. Director of Health  
Michelle Hill, Deputy Director of Behavioral Health  
Christina M. Donkervoet, MSN, APRN, Chief/CAMHD  
T. Orvin Fillman, DrPH, Public Health Administrative Officer/CAMHD, Compliance Officer

Direct questions to (name & position)	Phone number:	e-mail address:
T. Orvin Fillman, Dr.PH, Public Health Administrative Officer	733-4198 or 733-8386	<u>tofillma@camhmis.health.state.hi.us</u>

This exemption should be considered for list of exemptions attached to Chapter 3-141, HAR: YES ☐ NO ☐

I certify that the information provided above is to the best of my knowledge, true and correct.

  
Department Head Signature  
Chiyome Leinaala Fukino, M.D.  
Type Name

JAN 31 2006

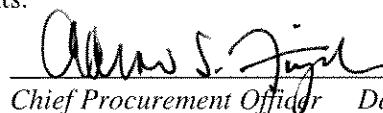
Date  
Director of Health  
Position Title

**Chief Procurement Officer's Comments:**

Please ensure adherence to applicable administrative requirements.

☒ Approved

☐ Denied

 3/7/06  
Chief Procurement Officer Date

C: Administrator  
State Procurement Office

**State of Hawaii**  
**Notice of Request for Exemption from Chapter 103F, HRS**

The chief procurement officer is considering this request for exemption and, if there is good cause, the state intends to exempt the purchase as described in the request. Any inquiries regarding the purchase shall be directed to the contact person noted on page two of the request. Any concerns regarding the exemption shall be in writing and received by the chief procurement officer within seven days of the date the notice was first posted. Concerns shall be mailed to: Aaron Fujioka, Chief Procurement Officer, State Procurement Office, 1151 Punchbowl St., #230A, Honolulu, HI 96813.



**STATE OF HAWAII**  
**DEPARTMENT OF HEALTH**  
**CHILD AND ADOLESCENT MENTAL HEALTH DIVISION**  
3627 KILAUEA AVENUE, ROOM 101  
HONOLULU, HAWAII 96816

In reply, please refer to:  
File:

March 7, 2006

TO: Aaron S. Fujioka  
Administrator  
State Procurement Office

FROM: T. Orvin Fillman, DrPH, MHA  
Public Health Administrative Officer *T. Orvin Fillman*  
Department of Health, Child and Adolescent Mental Health Division (CAMHD)

SUBJECT: Additional Information Pertaining to the CAMHD Request for an Exemption from Chapter 103F, HRS for the Emergency Mental Health Services on Molokai and Lanai

**BACKGROUND.** This communication provides additional information relating to the CAMHD's request for an exemption from 103F, HRS pertaining to the procurement and continuation of Emergency Mental Health Services to children and youth on the remote islands of Lanai and Molokai. These services include Mobile Crisis Outreach and Crisis Stabilization Services for the remote islands of Lanai and Molokai. This additional information provides a summary of the operating costs associated with providing these critical services of a comprehensive mental health delivery system.

**SUMMARY OF EXPECTED OPERATING SUPPORT COSTS.** The following summary itemizes the projected costs for providing the operating support for the critical emergency mental health service for children and youth. It is significant that the service includes not only the services provided by mental health professionals but the oversight and supervision of the service by a psychologist or psychiatrist. Additional complexity is associated with providing the services on Molokai and Lanai with administration and supervision support from Maui.

\$8,235	Wages. On-call wages for services for two crisis mental health professionals
\$1,440	Wages. Wages associated with supervision (4 hours/month X 2 people at \$20/hour = \$160/month X 9 months.)
\$240	Wages. Wages associated with training time (6 hours of training per person X 2 people @ \$20/hour)
\$875	Wages. Estimated wages associated with clinical supervision/case management services (25 hours of supervisor's time at \$35/hour)
\$3,960	Travel. Travel between Maui and the islands of Molokai and Lanai for monthly staff meetings supervision and training necessities (\$180/trip/person X 2 people X 11 trips during the contract period)
\$950	Office operating costs. Operating expenses relating to office supplies, telephone, fax, computer support, training materials, utilities, administrative support, and insurance.
\$15,700	Total projected operating support

We have reviewed these projected expenses and deem them to be reasonable—especially given the difficulty of providing services on the remote, isolated islands of Molokai and Lanai. Thank you for your consideration of this important matter.

cc: CAMHD Contracts